

PROCUREMENT NOTICE

State of Connecticut Department of Correction Legal Notice

Notification of a procurement opportunity for **Community Residential Services/Non Residential Services** required by the Connecticut Department of Correction (hereinafter the "DOC" or "Department") is available for review, download, and printing on the State Contracting Portal at https://biznet.ct.gov/SCP_Search/Default.aspx

Procurement notices may also be accessed on the Department of Correction's web site at <https://portal.ct.gov/DOC/Common-Elements/Common-Elements/RFP>.

NOTE: THIS IS AN ELECTRONIC SUBMISSION

The Department of Correction is an Equal Opportunity/Affirmative Action Employer. Questions may be directed to the Contracts Administration Office at (860) 692-7886.

Deaf and hearing-impaired individuals may use a TDD by calling 1-800-842-4524.

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I. GENERAL INFORMATION

■ A. INTRODUCTION

1. RFP Name or Number. DOC-RES/NON-RES/PS-2021-SM

2. Summary. The purpose of this request is to seek proposal in order to potentially procure the following residential programs for males and females statewide, based on available funding:

- a. Work release programs statewide with a specific request for a 15-bed female program in the New Haven area;
- b. Work release -Women and Children Program;
- c. Substance Abuse;
- d. Mental Health, including a 14 bed male program in the New Haven area for the Judicial Branch Court Support Services Division;
- e. Transitional Supportive Housing Program;
- f. Scattered-Site Supportive Housing;
- g. Behavioral Intervention Program;
- h. Per Diem Beds;

This request will also potentially procure the following non-residential services, based on available funding:

- a. Fiduciary services
- b. Employment Coordinator

3. Synopsis (Optional). Not Available

4. Commodity Codes. The services that the Department wishes to procure through this RFP are as follows:

2000: Community and Social Services

■ B. ABBREVIATIONS / ACRONYMS / DEFINITIONS

BFO	Best and Final Offer
C.G.S.	Connecticut General Statutes
CHRO	Commission on Human Rights and Opportunities (CT)
Contractor	A private provider organization, CT State agency, municipality or individual that enters into a contract with the Department as a result of this RFP
CT	Connecticut
DAS	Department of Administrative Services (CT)
Department	Department of Correction (CT)
DMHAS	Department of Mental Health and Addiction Services (CT)
DOC/Department	Department of Correction (CT)
DPH	Department of Public Health (CT)
FOIA	Freedom of Information Act (CT)
IRS	Internal Revenue Service (U.S.)
LOI	Letter of Intent
OAG	Office of the Attorney General (CT)
OPM	Office of Policy and Management (CT)

OSC	Office of the State Comptroller (CT)
P.A.	Public Act (CT)
Proposer	A private provider organization, CT State agency, municipality or individual that has submitted a proposal to the Department in response to this RFP
Prospective Proposer	A private provider organization, CT State agency, municipality or individual that may submit a proposal to the Department in response to this RFP, but has not yet done so
RFP	Request for Proposals
SEEC	State Elections Enforcement Commission (CT)
U.S.	United States

■ C. INSTRUCTIONS

1. **Official Contact.** The Department has designated the individual below as the Official Contact for purposes of this RFP. The Official Contact is the **only authorized contact** for this procurement and, as such, handles all related communications on behalf of the Department. Proposers, prospective proposers, and other interested parties are advised that any communication with any other Department employee(s) (including appointed officials) or personnel under contract to the Department about this RFP is strictly prohibited. Proposers or prospective proposers who violate this instruction may risk disqualification from further consideration.

Name: Suzanne Mazzotta, Contracts Administration Office
 Address: Connecticut Department of Correction
 24 Wolcott Hill Road, Wethersfield, CT 06109
 Phone: 860-692-7886
 E-Mail: DOC.RFP@ct.gov

Respondents must include the RFP title (DOC-RES/NON-RES/PS-2021-SM) in the subject line of any emails sent to the official contact in order to further assist in properly identifying the RFP to which proposal is being submitted. Please ensure that e-mail screening software (if used) recognizes and accepts e-mails from the Official Contact.

2. **RFP Information.** The RFP, addenda to the RFP, and other information associated with this procurement are available in electronic format from the Official Contact or from the Internet at the following locations:

- Department's Web Site
<https://portal.ct.gov/DOC/Common-Elements/Common-Elements/RFP>
- State Contracting Portal
https://biznet.ct.gov/SCP_Search/

It is strongly recommended that any proposer or prospective proposer interested in this procurement subscribe to receive e-mail alerts from the State Contracting Portal. Subscribers will receive a daily e-mail announcing procurements and addenda that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State procurements, including this RFP.

Printed copies of all documents are also available from the Official Contact upon request.

3. **Contract Offers.** Through this RFP process, the Department shall offer of the right to negotiate a contract to one or more selected proposer(s), subject to anticipated total funding available and program need. Additional proposals may be selected for funding at a later date, subject to availability of additional funding and program need. The Department anticipates the following:

- Total Funding Available: Confidential
- Maximum Contract: To be determined
- Number of Contracts: To be determined
- Contract Cost: Confidential
- Contract Term: Up to three (3) years with the option of a two-year extension at the discretion of the Department

4. **Eligibility.** Pursuant to C.G.S. § 18-101i, the Department must offer Purchase of Service contracts only to private nonprofit organizations, state agencies or units of local government

The Department reserves the right to reject the submission of any proposer in default of any current or prior contract.

5. **Minimum Qualifications of Proposers.** To be eligible to submit a response to this Request for Proposals a proposer must have a minimum of three (3) years' demonstrated experience providing the requested services to formerly incarcerated individuals.

6. **Procurement Schedule.** See below. Dates after the due date for proposals ("Proposals due") are target dates only (*). The Department may amend the schedule, as needed. Any change will be made by means of an addendum to this RFP and will be posted on the State Contracting Portal and the Department's web site.

- RFP Released: Sept 2, 2020
- **MANDATORY** Letter of Intent Due: Sept 22, 2020, 3:00 p.m. Eastern Time
- Deadline for RFP Questions: Sept 28, 2020, 3:00 p.m. Eastern Time
- Answers Released: Oct 12, 2020
- Electronic Proposals Due: Oct 28, 2020, 3:00 p.m. Eastern Time

Please note that there are different Proposal Selection and Contract Start Dates for Employment Coordinator Proposals. The following dates listed on the left are for all proposals except the Employment Coordinator. The dates on the right are for Employment Coordinator Proposals.

- | | <i>All Proposals Except
Employment Coord</i> | <i>Employment
Coordinator Proposals</i> |
|--------------------------------------|--|---|
| • (*) Proposer Selection | Jan 8, 2021 | Dec 11, 2020 |
| • (*) Start of Contract Negotiations | Jan 22, 2021 | Dec 16, 2020 |
| • (*) Start of Contract(s) | July 1, 2021 | Jan 1, 2021 |

7. **Letter of Intent.** A Letter of Intent (LOI) is **required** by this RFP. Proposers must use the LOI form provided by the Department in Section V. Forms. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by e-mail by the deadline established in the Procurement Schedule. It is the sender's responsibility to confirm the Department's receipt of the LOI. **Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.**

8. Inquiry Procedures. All questions regarding this RFP or the Department's procurement process must be submitted to the Official Contact by e-mail before the deadlines specified in the Procurement Schedule. The early submission of questions is encouraged. Questions will not be accepted or answered verbally – neither in person nor over the telephone. All questions received before the deadlines will be answered. However, the Department will not answer questions when the source is unknown (i.e., nuisance or anonymous questions). Questions deemed unrelated to the RFP or the procurement process will not be answered. At its discretion, the Department may or may not respond to questions received after the deadlines. The Department may combine similar questions and give only one answer. All questions and answers will be compiled into a written addendum to this RFP. If any answer to any question constitutes a material change to the RFP, the question and answer will be placed at the beginning of the addendum and duly noted as such. The Department will release the answers to questions on the dates established in the Procurement Schedule. The Department will publish any and all amendments and addenda to this RFP on the State Contracting Portal and the Department's web site. At its discretion, the Department may distribute any amendments and addenda to this RFP electronically to prospective proposers who submitted a Letter of Intent. **Proposals must include a signed Addendum Acknowledgement, which will be placed at the end of any and all addenda to this RFP.**

9. Electronic Proposal Due Date and Time. The Official Contact is the **only authorized recipient** of proposals submitted in response to this RFP. Proposals must be **received** electronically by the Official Contact on or before the due date and time:

- Due Date: **October 28, 2020**
- Time: 3:00 p.m. Eastern Time
- Official Agency Contact email address for this procurement: DOC.RFP@ct.gov

Proposals received after the due date will not be evaluated.

An acceptable submission must include the following:

- one (1) electronic copy of the original proposal;
- Unsigned proposals will not be evaluated. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.

The electronic copy of the proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: **RFP # DOC-RES/NON-RES/PS-2021-SM**

The proposal must be signed. Unsigned proposals will not be evaluated. **The electronic copy of the proposal must be compatible with Microsoft Office Word 2013 or Microsoft Office Excel 2013.** If any of the required Appendices and Forms identified in Section IV are not compatible with Microsoft Office Word or Microsoft Office Excel, they must be scanned and submitted in Portable Document Format (PDF) or similar file format.

10. Multiple Proposals. The submission of multiple proposals is an option with this procurement. A proposer may submit for more than one geographic area/or program type. Proposals for more than one geographic area and/or program type may not be combined. Each proposal must be self-contained and packaged separately.

11. Declaration of Confidential Information. Proposers are advised that all materials associated with this procurement are subject to the terms of the Freedom of Information

Act (FOIA), the Privacy Act, and all rules, regulations, and interpretations resulting from them. If a proposer deems that certain information required by this RFP is confidential, the proposer must label such information as CONFIDENTIAL. In Section C of the proposal submission, the proposer must reference where the information labeled CONFIDENTIAL is located in the proposal. *EXAMPLE: Section G.1.a.* For each subsection so referenced, the proposer must provide a convincing explanation and rationale sufficient to justify an exemption of the information from release under the FOIA. The explanation and rationale must be stated in terms of (a) the prospective harm to the competitive position of the proposer that would result if the identified information were to be released; and (b) the reasons why the information is legally exempt from release pursuant to C.G.S. § 1-210(b).

- 12. Conflict of Interest - Disclosure Statement.** Proposers must include a disclosure statement concerning any current business relationships (within the past three (3) years) that pose a conflict of interest, as defined by C.G.S. § 1-85. A conflict of interest exists when a relationship exists between the proposer and a public official (including an elected official) or State employee that may interfere with fair competition or may be in the best interests of the State. The existence of a conflict of interest is not, in and of itself, evidence of wrongdoing. A conflict of interest may, however, become a legal matter if a proposer tries to influence, or succeeds in influencing, the outcome of an official decision for its personal or corporate benefit. The Department will determine whether any disclosed conflict of interest poses a substantial advantage to the proposer over the competition, decreases the overall competitiveness of this procurement, or is not in the best interests of the State. In the absence of any conflict of interest, a proposer must affirm such in the disclosure statement: *"[name of proposer] has no current business relationship (within the past three (3) years) that poses a conflict of interest, as defined by C.G.S. § 1-85."*

■ D. PROPOSAL FORMAT

- 1. Required Outline.** All proposals must follow the required outline presented in Section IV. Proposal Outline. Proposals that fail to follow the required outline will be deemed, at the discretion of the Department, non-responsive and will not be evaluated.
- 2. Cover Sheet.** The Cover Sheet is Page 1 of the proposal. Proposers must use the Cover Sheet form provided by the Department in Section V. Forms.
- 3. Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline. (See Section IV.)
- 4. Executive Summary.** Proposals must include a high-level summary, not exceeding two (2) pages, of the main proposal and cost proposal. The Executive Summary shall include, but not be limited to include:
 - a. proposer's minimum of three (3) years' demonstrated experience providing the requested services to formerly incarcerated individuals;
 - b. proposed program type;
 - c. program capacity including number of beds and gender; and
 - d. location of program.
- 5. Attachments.** Attachments other than the required Appendices and Forms identified in Section IV are not permitted and will not be evaluated. Further, the required Appendices and Forms must not be altered or used to extend, enhance or replace any requirement of this RFP. Failure to abide by these instructions will result in disqualification.

6. **Style Requirements.** **THIS IS AN ELECTRONIC SUBMISSION.** Submitted proposals must conform to the following specifications:

Paper Size: 8½" x 11", (Letter)
Font Size: Minimum of 11-point
Font Type: Times New Roman
Margins: One inch (1")
Line Spacing: Single-spaced

7. **Pagination.** The Legal Name of the proposer must be displayed in the header of each page. All pages, from the Cover Sheet through the required Appendices and Forms, must be numbered consecutively in the footer.

■ E. EVALUATION OF PROPOSALS

1. **Evaluation Process.** It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful proposers, and offering the right to negotiate a contract, the Department will conform with its written procedures for POS procurements (pursuant to C.G.S. § 4-217) and to the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).
2. **Evaluation Team.** The Department will designate an Evaluation Team to evaluate proposals submitted in response to this RFP. The contents of all submitted proposals, including any confidential information, will be shared with the Evaluation Team. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Evaluation Team may result in disqualification of the proposer.
3. **Minimum Submission Requirements.** All proposals must comply with the requirements specified in this RFP. To be eligible for evaluation, proposals must (a) be received on or before the due date and time; (b) meet the Proposal Format requirements; (c) follow the required Proposal Outline; and (d) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further. The Department will reject any proposal that deviates significantly from the requirements of this RFP.
4. **Evaluation Criteria.** Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Evaluation Team will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The criteria are weighted according to their relative importance. The weights are disclosed below.

Criteria	Possible Points
Organizational Profile	20
Scope of Services	30
Staffing Plan	10

Data/Technology/Reporting Requirements	10
Work Plan	20
Financial Requirements	10
Budget Requirements	20
Appendix	10
Total Possible Points	130

Note 1: As part of its evaluation, the Evaluation Team will consider the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

Note 2: If the proposer has provided contracted services to the Department within the past three (3) years, the Evaluation Team will use the proposer's submitted Performance Outcome Measure reports for the past three (3) years to consider the extent to which the proposer's DOC-contracted programs met or exceeded performance outcome measures. The Evaluation Team will also consider whether the proposer has been on enhanced monitoring status at any time during the past three (3) years.

5. **Proposer Selection.** Upon completing its evaluation of proposals, the Evaluation Team will submit the rankings of all proposals to the Department head. The final selection of a successful proposer is at the discretion of the Department head. Any proposer selected will be so notified and offered an opportunity to negotiate a contract with the Department. Such negotiations may, but will not automatically, result in a contract. Pursuant to Governor M. Jodi Rell's Executive Order No. 3, any resulting contract will be posted on the State Contracting Portal. All unsuccessful proposers will be notified by e-mail or U.S. mail, at the Department's discretion, about the outcome of the evaluation and proposer selection process.
6. **Debriefing.** Within ten (10) days of receiving notification from the Department, unsuccessful proposers may contact the Official Contact and request information about the evaluation and proposer selection process. The e-mail sent date or the postmark date on the notification envelope will be considered "day one" of the ten (10) days. If unsuccessful proposers still have questions after receiving this information, they may contact the Official Contact and request a meeting with the Department to discuss the evaluation process and their proposals. If held, the debriefing meeting will not include any comparisons of unsuccessful proposals with other proposals. The Department will schedule and hold the debriefing meeting within fifteen (15) days of the request. The Department will not change, alter or modify the outcome of the evaluation or selection process as a result of any debriefing meeting.
7. **Appeal Process.** Within ten (10) days of the debriefing meeting, unsuccessful proposers may appeal the Department's procurement process in writing, to the Department head. The proposer must set forth facts or evidence in sufficient and convincing detail for the Department head to determine whether the Department's process failed to comply with the State's statutes, regulations or standards (established in the *State of Connecticut, Office of Policy and Management, Procurement Standards: for Personal Service Agreements and Purchase of Service Contracts*) concerning competitive procurement or the provisions of the RFP. The Department head must issue a decision, in writing, not later than thirty (30) days after receipt of any such appeal. The filing of an appeal shall not constitute sufficient reason for the Department to delay, suspend, cancel or terminate the procurement

process or execution of a contract. More detailed information about filing an appeal may be obtained from the Official Contact.

In the event that the Department head determines that a process violation has occurred and that the violation had a substantial effect on the procurement, the Department head shall take corrective action not later than thirty (30) days after the date of such a determination.

In addition, a proposer has the right of appeal, under certain circumstances, to the State Contracting Standards Board, which is statutorily charged with considering and acting upon appeals (see C.G.S. §§ 4e-35, 4e-36, and 4e-37).

8. **Contract Execution.** Any contract developed and executed as a result of this RFP is subject to the Department's contracting procedures, which may include approval by the Office of the Attorney General.

II. MANDATORY PROVISIONS

■ A. STANDARD CONTRACT, PARTS I AND II

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with the provisions of Parts I and II of the State's "standard contract":

Part I of the standard contract is maintained by the Department and will include the scope of services, contract performance, quality assurance, reports, terms of payment, budget, and other program-specific provisions of any resulting contract. A sample of Part I is available from the Department's Official Contact upon request.

Part II of the standard contract is maintained by OPM and includes the mandatory terms and conditions of the contract. Part II is available on OPM's web site at:

http://www.ct.gov/opm/fin/standard_contract.

Note:

Included in Part II of the standard contract is the State Elections Enforcement Commission's notice (pursuant to C.G.S. § 9-612(g)(2)) advising executive branch State contractors and prospective State contractors of the ban on campaign contributions and solicitations. If a proposer is awarded an opportunity to negotiate a contract with the Department and the resulting contract has an anticipated value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts has an anticipated value of \$100,000 or more, the proposer must inform the proposer's principals of the contents of the SEEC notice.

Part I of the standard contract may be amended by means of a written instrument signed by the Department, the selected proposer (contractor), and, if required, the Attorney General's Office. Part II of the standard contract may be amended only in consultation with, and with the approval of, the Office of Policy and Management and the Attorney General's office.

■ B. ASSURANCES

By submitting a proposal in response to this RFP, a proposer implicitly gives the following assurances:

- 1. Collusion.** The proposer represents and warrants that it did not participate in any part of the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance. The proposer further represents and warrants that no agent, representative, or employee of the State participated directly in the preparation of the proposal. The proposer also represents and warrants that the proposal is in all respects fair and is made without collusion or fraud.
- 2. State Officials and Employees.** The proposer certifies that no elected or appointed official or employee of the State has or will benefit financially or materially from any contract resulting from this RFP. The State may terminate a resulting contract if it is determined that gratuities of any kind were either offered or received by any of the aforementioned officials or employees from the proposer, contractor, or its agents or employees.

3. **Competitors.** The proposer assures that the proposal is not made in connection with any competing organization or competitor submitting a separate proposal in response to this RFP. No attempt has been made, or will be made, by the proposer to induce any other organization or competitor to submit, or not submit, a proposal for the purpose of restricting competition. The proposer further assures that the proposed costs have been arrived at independently, without consultation, communication, or agreement with any other organization or competitor for the purpose of restricting competition. Nor has the proposer knowingly disclosed the proposed costs on a prior basis, either directly or indirectly, to any other organization or competitor.
4. **Validity of Proposal.** The proposer certifies that the proposal represents a valid and binding offer to provide services in accordance with the terms and provisions described in this RFP and any amendments or addenda hereto. The proposal shall remain valid for a period of 180 days after the proposal due date and may be extended beyond that time by mutual agreement. At its sole discretion, the Department may include the proposal, by reference or otherwise, into any contract with the successful proposer.
5. **Press Releases.** The proposer agrees to obtain prior written consent and approval of the Department for press releases that relate in any manner to this RFP or any resulting contract.

■ C. TERMS AND CONDITIONS

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

1. **Equal Opportunity and Affirmative Action.** The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities.
2. **Preparation Expenses.** Neither the State nor the Department shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.
3. **Exclusion of Taxes.** The Department is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.
4. **Proposed Costs.** No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.
5. **Changes to Proposal.** No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Department may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Department, and at the proposer's expense.

6. **Supplemental Information.** Supplemental information will not be considered after the deadline for submission of proposals, unless specifically requested by the Department. The Department may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Department. At its sole discretion, the Department may limit the number of proposers invited to make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.
7. **Presentation of Supporting Evidence.** If requested by the Department, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Department may make on-site visits to an operational facility or facilities of a proposer to further evaluate the proposer's capability to perform the duties required by this RFP. At its sole discretion, the Department may also check or contact any reference provided by the proposer.
8. **RFP Is Not An Offer.** Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Department and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the proposer or for payment of services under the terms of the contract until the successful proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

■ D. RIGHTS RESERVED TO THE STATE

By submitting a proposal in response to this RFP, a proposer implicitly accepts that the following rights are reserved to the State:

1. **Timing and Sequence.** The timing and sequence of events associated with this RFP shall ultimately be determined by the Department.
2. **Amending or Canceling RFP.** The Department reserves the right to amend or cancel this RFP on any date and at any time, if the Department deems it to be necessary, appropriate, or otherwise in best interests of the State.
3. **No Acceptable Proposals.** In the event that no acceptable proposals are submitted in response to this RFP, the Department may reopen the procurement process, if it is determined to be in the best interests of the State.
4. **Offer and Rejection of Proposals.** The Department reserves the right to offer in part, or to reject any and all proposals in whole or in part, for misrepresentation or if the proposal limits or modifies any of the terms, conditions, or specifications of this RFP. The Department may waive minor technical defects, irregularities, or omissions, if in its judgment the best interests of the State will be served. The Department reserves the right to reject any proposal submitted after the proposal due date and time.

5. **Sole Property of the State.** All proposals submitted in response to this RFP are to be the sole property of the State. Any product, whether acceptable or unacceptable, developed under a contract offered as a result of this RFP shall be the sole property of the State, unless stated otherwise in this RFP or subsequent contract. The right to publish, distribute, or disseminate any and all information or reports, or part thereof, shall accrue to the State without recourse.
6. **Contract Negotiation.** The Department reserves the right to negotiate or contract for all or any portion of the services contained in this RFP. The Department further reserves the right to contract with one or more proposer(s) for such services. After reviewing the scored criteria, the Department may seek Best and Final Offers (BFOs) on cost from proposers. The Department may set parameters on any BFOs received.
7. **Clerical Errors in Offer.** The Department reserves the right to correct inaccurate offers resulting from its clerical errors. This may include, in extreme circumstances, revoking the offering of the right to negotiate a contract already made to a proposer and subsequently offering the right to negotiate a contract to another proposer. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the contract with the initial proposer is deemed to be void *ab initio* and of no effect as if no contract ever existed between the State and the proposer.
8. **Key Personnel.** When the Department is the sole funder of a purchased service, the Department reserves the right to approve any additions, deletions, or changes in key personnel, with the exception of key personnel who have terminated employment. The Department also reserves the right to approve replacements for key personnel who have terminated employment. The Department further reserves the right to require the removal and replacement of any of the proposer's key personnel who do not perform adequately, regardless of whether they were previously approved by the Department.

■ E. STATUTORY AND REGULATORY COMPLIANCE

By submitting a proposal in response to this RFP, the proposer implicitly agrees to comply with all applicable State and federal laws and regulations, including, but not limited to, the following:

1. **Freedom of Information, C.G.S. § 1-210(b).** The Freedom of Information Act (FOIA) generally requires the disclosure of documents in the possession of the State upon request of any citizen, unless the content of the document falls within certain categories of exemption, as defined by C.G.S. § 1-210(b). Proposers are generally advised not to include in their proposals any confidential information. If the proposer indicates that certain documentation, as required by this RFP, is submitted in confidence, the State will endeavor to keep said information confidential to the extent permitted by law. The State has no obligation to initiate, prosecute, or defend any legal proceeding or to seek a protective order or other similar relief to prevent disclosure of any information pursuant to a FOIA request. The proposer has the burden of establishing the availability of any FOIA exemption in any proceeding where it is an issue. While a proposer may claim an exemption to the State's FOIA, the final administrative authority to release or exempt any or all material so identified rests with the State. In no event shall the State or any of its employees have any liability for disclosure of documents or information in the possession of the State and which the State or its employees believe(s) to be required pursuant to the FOIA or other requirements of law.

2. **Contract Compliance, C.G.S. § 4a-60 and Regulations of CT State Agencies § 46a-68j-21 thru 43, inclusive.** Connecticut statute and regulations impose certain obligations on State agencies (as well as contractors and subcontractors doing business with the State) to ensure that State agencies do not enter into contracts with organizations or businesses that discriminate against protected class persons.

IMPORTANT NOTE: The proposer must upload the Workplace Analysis Affirmative Action Report to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information about uploading standard contract documents is available on the DAS web site under Administrative Services, [State Contracting Portal](#), embedded in this section as a hyperlink.

3. **Consulting Agreements, C.G.S. § 4a-81.** Proposals for State contracts with a value of \$50,000 or more in a calendar or fiscal year, excluding leases and licensing agreements of any value, shall require a consulting agreement affidavit attesting to whether any consulting agreement has been entered into in connection with the proposal. As used herein "consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing counsel to a contractor, vendor, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the State, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction, requests for information or (C) any other similar activity related to such contract. Consulting agreement does not include any agreements entered into with a consultant who is registered under the provisions of C.G.S. Chapter 10 as of the date such affidavit is submitted in accordance with the provisions of C.G.S. § 4a-81. The Consulting Agreement Affidavit (OPM Ethics Form 5) is available on OPM's web site under [Ethics Affidavits](#), embedded in this section as a hyperlink.

IMPORTANT NOTE: The proposer must upload the Consulting Agreement Affidavit (OPM Ethics Form 5) to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP.

4. **Gift and Campaign Contributions, C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell's Executive Orders No. 1, Para. 8 and No. 7C, Para. 10; C.G.S. § 9-612(g)(2).** If a proposer is offered an opportunity to negotiate a contract with an anticipated value of \$50,000 or more in a calendar or fiscal year, the proposer must fully disclose any gifts or lawful contributions made to campaigns of candidates for statewide public office or the General Assembly. Municipalities and Connecticut State agencies are exempt from this requirement. The gift and campaign contributions certification (OPM Ethics Form 1) is available on OPM's web site under [Ethics Affidavits](#), embedded in this section as a hyperlink.

IMPORTANT NOTE: The selected proposer must upload the Gift and Campaign Contributions Certification (OPM Ethics Form 1) to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution.

- 5. Contracts with Entities Making Certain Investments in Iran, C.G.S. § 4-252a.** No State agency or quasi-public agency shall enter into any large state contract, or amend or renew any such contract with any entity who (1) has failed to submit a written certification indicating whether or not such entity has made a direct investment of twenty million dollars or more in the energy sector of Iran on or after October 1, 2013, as described in Section 202 of the Comprehensive Iran Sanctions, Accountability and Divestment Act of 2010, or has increased or renewed such investment on or after said date, or (2) has submitted a written certification indicating that such entity has made such an investment on or after October 1, 2013, or has increased or renewed such an investment on or after said date. Prior to submitting a bid or proposal for a large state contract, each bidder or proposer who is an entity shall submit a certification that such bidder or proposer has or has not made an investment as described herein. For purposes of this section, “large state contract” has the same meaning as provided in C.G.S. § 4-250. The OPM Iran Certification Form 7 is available on OPM’s web site under [Ethics Affidavits](#), embedded in this section as a hyperlink.

IMPORTANT NOTE: The proposer must upload the OPM Iran Certification Form 7 to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP.

- 6. Nondiscrimination Certification, C.G.S. §§ 4a-60(a)(1) and 4a-60a(a)(1).** If a proposer is offered an opportunity to negotiate a contract, the proposer must provide the Department with *written representation* or *documentation* that certifies the proposer complies with the State's nondiscrimination agreements and warranties. A nondiscrimination certification is required for all State contracts – regardless of type, term, cost, or value. Municipalities and Connecticut State agencies are exempt from this requirement. The nondiscrimination certification forms are available on OPM’s web site under [Nondiscrimination Certification](#), embedded in this section as a hyperlink.

IMPORTANT NOTE: The selected proposer must upload the appropriate Nondiscrimination Certification form to the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to contract execution.

III. PROGRAM INFORMATION

■ A. DEPARTMENT OVERVIEW

The Department of Correction's Division of Parole and Community Services (P&CS) supervises and provides support services to approximately 4,823 offenders released to the community under the jurisdiction of both the Commissioner of Correction and the Board of Pardons and Paroles. The Department has operated a broad variety of community residential and non-residential programs to assist with the structured and supervised reintegration of formerly incarcerated individuals into the community through the Community Service Network. The Community Service Network is a comprehensive and integrated system of care provided via residential and non-residential programming to offenders. Department staff work collaboratively with contracted providers to increase the likelihood of an individual's successful reintegration into the community. The Department's network of community services includes the following:

Residential Programs

1. **Residential Work Release Programs (WR):** Programs designed to provide assistance to residents in obtaining meaningful employment. These programs provide 24/7 on-site supervision of residents. The goal upon completion of the program is for each resident to have stable, legal employment, an acceptable place to live, and sufficient savings to live independently.
2. **Residential Women and Children Programs (W&C):** A female work release program with an on-site family reunification component. This includes availability of housing for female residents and their children.
3. **Residential Substance Abuse Programs (SA):** A clinical treatment program that provides individual and group treatment tailored to the individual resident's treatment goals. The average length of stay is 30 to 45 days. The minimum and maximum length of stay are determined in consultation with the Department based on the resident's needs. On-site supervision of residents is required 24 hours per day, seven days per week. The goal upon completion of the program is for each resident to have completed the treatment provided by the contractor, and either obtained stable, legal employment and made suitable living arrangements or be transferred to a Department-contracted work release program for the remainder of the resident's supervision.
4. **Residential Mental Health Programs (MH):** A 4-6 month program with a 30-45 day in-house initial orientation and intensive treatment component for residents with mental health needs. The in-house component is followed by a period of treatment and supervision while residents seek employment. 24/7 on-site supervision of residents is required at all times. The goal upon completion of the program is for each resident to have completed the treatment component provided by the contractor, obtained stable, legal employment and made suitable living arrangements, if able. Program staff are responsible for ensuring that upon release, residents who are unable to work or live independently have established community linkages and relationships with area providers.
5. **Residential Transitional Supportive Housing Programs (TH):** A 30-60 day program designed to provide safe and secure housing for residents awaiting transfer to transitional supervision status, as well as residents with less than 60 days left on their sentences. Transitional Supportive Housing programs should provide on-site supervision and should include a case management and assessment component. After assessment, referrals will be made to non-residential services as needed. Transitional Supportive Housing programs also provide on-site housing and benefit specialists to assist residents with needed services.

6. **Residential Scattered-Site Supportive Housing Programs (SSSH):** Programs designed to enable eligible individuals to transition to independent living. Programs run 3-4 months in length and do not require on-site supervision. These programs generally consist of apartment-style living for 1-2 same gender residents. Each program is responsible for providing an assessment and referral component. After assessment, referrals will be made to non-residential services as needed.
7. **Residential Sex Offender Treatment Programs (SO):** A male residential program running approximately 6 months in length. The program is reserved for individuals convicted of a sexual offense, and is targeted to provide individualized, intensive treatment for the individual's sexual offense in a community setting. The program also offers intensive case management, life-skills, and employment components to assist with the resident's reintegration into the community. (This service is not being procured under this RFP)

Through this RFP, the Department is seeking to possibly expand its existing network of residential programs and non-residential programs, subject to available funds, as follows:

8. **Behavioral Intervention Program (BIP):** The BIP is a 60 day residential behavioral treatment program for offenders who, in lieu of being returned to prison for a technical parole violation, is offered this alternative program. The program should include an initial orientation including an evidence-based individualized assessment of criminogenic risks, needs, and factors related to the violation behaviors and development of an individualized treatment plan aimed at increasing compliance and addressing the criminogenic risks, needs, and factors related to the violation behavior. The program should utilize the University of Cincinnati's Cognitive Behavioral Intervention-Core Curriculum (CBI-CC) an evidence-based curriculum to address responsivity issues (e.g., motivation), criminal thinking and attitudes, problem solving, emotion-regulation, and other pro-social skills to facilitate resident's compliance and success once released from the program. The program should include discharge planning and referral for appropriate non-residential services upon release.
9. **Per-Diem Bed Price (PD):** This program would be available for providers that have a new and/or existing contract(s) with DOC that may also have available capacity through other non-DOC contracted programs. The program would be utilized to fill unoccupied beds when DOC has a temporary need to place a client. DOC will pay the proposed per diem bed rate for the number of days that the additional bed is utilized. The Contractor will invoice CTDOC for the utilized amount of days that a bed or beds were in service by DOC clients. Payment will be issued separate from the scheduled contract.

Residential Judicial Branch Court Support Services Division (JBCSSD) Program:

1. **Residential Mental Health:**

For the JBCSSD, this program is designed as a residential alternative to incarceration that provides supervision and interventions designed to address the characteristics associated with criminogenic risk and need for both pretrial and probation referrals with behavioral health disorders. The program is 2-4 months in length, but this can be increased or decreased based on the individual needs of each referral and agreement with the referral source. Beds are designated for offenders with moderate to severe mental health issues, clients that are not diagnosed with mental health issues, but are clearly identified as individuals with some mental health or cognitive issues, that have impaired their ability to comply with court ordered or probation conditions. In some cases, these referrals will have moderate co-occurring disorders (mental health and substance abuse disorder). The program comprehensively assesses and addresses the client's cognitive and behavioral skills deficits, substance abuse, mental health, and social needs, provides criminal justice supervision, intensive clinical case management, criminogenic interventions and

behavioral health treatment. The mental health treatment is primarily provided through collaboration with the Local Mental Health Authority (LMHA) system, JBCSSD contracted providers, or other community based programs. The program can provide these services on site if licensed to do so.

Non-Residential Services:

1. **Fiduciary (F):** Fiduciary services provided to the Department, which require the issuance of time sensitive checks upon the request by DOC for various programs, including the ASIST Emergency Housing program, which has been funded through the Judicial Branch's Court Support Services Division. Services would also require maintaining monthly reports for fund balance tracking.
2. **Employment Coordinator** (3 positions): The individual/agency with workforce development/reentry connections to community and employers to liaison with corrections and parole staff to support offenders on career exploration and planning, counseling, and assist linking them to services for transitioning back to their communities. Pre-release services include working with pre-release inmates within up to five (5) targeted facilities and will liaison with work development partners and employers to coordinate employment programming within and outside of correctional facilities. Post-release services will include making connections to the state's five Workforce Development Boards (WDBs), American Job Centers (AJCs) in each region, employers and a statewide network of re-entry roundtables. Introduce work readiness assessments such as WorkKeys® and credentialing programs such as OSHA-10 job-site safety instructional certification. The Employment Coordinator will be responsible for identifying and facilitating local job/career and educational or job training placements ; utilizing best- and evidenced-based practices for assessing educational, career, and vocational interests, job readiness, as well as barriers to employment; developing individualized employment/education/training plans aligned with assessment results including plans to address barriers to employment (e.g., transportation, child-care, etc.); providing employment soft-skills training; assisting participants with resumes, job applications, and applications for education and/or training programs and/or employment/education related entitlements for justice-involved individuals.

■ B. MAIN PROPOSAL COMPONENTS

1. Organizational Requirements (*Page Limit: 10 pages*)

Pursuant to C.G.S. § 18-101i, the Department must offer Purchase of Service contracts only to private nonprofit organizations, state agencies or units of local government. To be eligible to submit a response to this Request for Proposals a proposer must have a minimum of three (3) years' demonstrated experience providing the requested services to formerly incarcerated individuals.

The Department reserves the right to reject the submission of any proposer in default of any current or prior contract.

A responsive proposal must include the following information about the administrative and operational capabilities of the proposer.

- a. *Purpose/Mission/Philosophy.* Briefly describe the purpose, mission, and philosophy of the organization and the proposed program. Describe how the program and organization will

adhere to applicable state and federal laws, regulations, and policies governing alcohol or other drug abuse services.

- b. *Entity Type/Years of Operation.* Provide a brief history of the organization and the proposed program. The proposer must be established as a private, non-profit organization, state agency or unit of local government prior to submission of a proposal, and must provide proof such as a copy of the Internal Revenue Service (IRS) determination letter, in Section IV.H. Appendices.
- c. *Administrative Office Location.* Provide the location of the proposer's administrative offices.
- d. *Qualifications/Certification/Licensure.* Demonstrate the organization's experience providing the requested services to formerly incarcerated individuals. If the proposer or proposed program holds any certifications or licensures, please detail the type and how long it has been held.
- e. *References.* If the proposer has not provided contracted services to the Department within the past three (3) years, provide three (3) letters of reference in Section IV.H. Appendices. Letters must be from individuals or entities familiar with the proposer's experience providing the requested services to formerly incarcerated individuals. Letters cannot be from the proposer's current employees or volunteers. Letters must include the organization name, contact name, mailing address, telephone number and e-mail address of the writer. Letters must also include the nature of the writer's relationship with the proposer and detail the services provided by the proposer to the writer. These are **NOT** Letters of Support.

2. Service Requirements (Page Limit: 20 pages)

A responsive proposal must include the following information about how the respondent shall provide the requested services. The contractor shall be required to adhere to the terms and conditions of the [DOC Parole and Community Services Residential Provider Manual](#).

2-1: Residential Services:

- a. *Referral Process.* Pursuant to C.G.S. Sec. 18-86c, in the absence of exclusionary criteria it is understood that the Contractor shall accept all referrals. Under normal circumstances, the contractor shall have a not to exceed period of three (3) days to review referrals made by DOC. If the Contractor does not respond to the referral within three (3) days, DOC shall consider the referral as accepted. The referral process should not rely on a requirement for face-to-face interviews of prospective residents as an eligibility determination. While the Department will work with contractors to allow pre-release physical/telephonic interviews of prospective residents, this will not routinely be a possibility within the referral timeframe.

Proposals should delineate the maximum time period between referral acceptance and initial intake appointment, as well as the time period between initial intake appointment and first scheduled service.

- b. *Program Capacity.* Detail gender and age of individuals that will be accepted into the program. Proposals should include total number of beds proposed, total number of beds in the program, and who utilizes beds not proposed for purchase by the Department, as well as gender of both. The Department will not allow congregate housing of both males and females. The contractor shall not house DOC and non-DOC residents in the same bedrooms, and shall post signage that clearly identifies the bedrooms occupied by DOC residents. **In the event that DOC does not have the funding available and/or the need**

for all the beds offered in a program, proposals should also identify the minimum number of beds required in a program for it to be sustainable.

- c. *Date of Program Availability.* Programs should be available by July 1, 2021.
- d. *Location of Program.* Proposers are not required to obtain possession of physical space, zoning compliance or DPH licensure prior to submission of a proposal, although preference will be given to proposals indicating possession of space, zoning compliance, and DPH licensure. The Department will require retention of space, proof of zoning compliance, and proof of licensure for all programs, in accordance with State and local regulations, prior to contract execution. If space, zoning, and licensure are not secured at the time of proposal submission, the proposer must affirm that they will be obtained by July 1, 2021. The Department reserves the right to terminate any negotiations or subsequent contracts if the proposer fails to obtain space, zoning or licensure. Furthermore, the Department reserves the right to deem a proposed site as unsuitable for the operation of a residential program.
 - i. Does the proposer currently control the site? If no, provide details of how and when the site will be available.
 - ii. Has appropriate zoning been secured for the site? If yes, provide proof of zoning compliance in Section IV.H. Appendices. If no, indicate a timeline for obtaining such documentation or justification as to why zoning is not required.
 - iii. Is the site appropriately licensed by DPH? If yes, provide proof of licensure in Section IV.H. Appendices. If no, indicate a timeline for obtaining such documentation or justification as to why licensure is not required.
 - iv. Is the site fully compliant with the 2010 ADA Standards for Accessible Design including, but not limited to accessible to individuals who use wheelchairs? If no, describe the degree to which the site is compliant.
 - v. Does the program site share space with any other program, agency, business, residence, etc.?
- e. *Room and Board.* Proposals should describe the physical living space of residents, number of residents assigned per bedroom, and number of residents sharing a bathroom, as well as food and furnishing arrangements. Provide the average length of stay needed to complete the program. The Department has established an average length of stay of:
 - i. 120 days for its work release programs; and
 - ii. 30-45 days for its substance abuse programs.

The proposed program should be structured in such a way as to ensure that all components can be successfully completed within the specified timeframe. The maximum length of stay shall be determined in consultation with the Department based on the resident's needs.

Proposals should also describe how programs will meet the Department's definition of cleanliness and maintenance for residential living space. The Department definition is as follows:

Interior Maintenance - The interior of the facility should be maintained in good repair and in a safe, clean, orderly and sanitary condition, free from all accumulation of dirt, infectious agents, and other impurities.

Structural Maintenance – The foundations, floors, walls, doors, windows, ceilings, roofs, staircases, porches, chimneys, and other structural elements of the facility should be maintained so that the facility excludes wind, rain, and snow, and is rodent-proof, watertight

and free from chronic dampness, weather tight, in good repair, and in every way fit for the use intended. Further, every interior structural element should be maintained free from holes, cracks, loose plaster, or other defect which renders the area difficult to keep clean, or which constitutes an accident hazard or provides insect or rodent harborage.

- f. **Accountability.** The Department requires the residential programs requested through this RFP to be supervised by on-site staff on a 24/7 basis. Proposals should describe the extent to which program staff will monitor residents. Include any procedures for facility counts, community access, security policies, employment checks, etc.
- g. **Intake/Orientation.** Describe the process followed for each intake, as well as the topics covered during the orientation period. Orientation periods should not exceed one week, and should focus on initial development of an Individualized Service or Treatment Plan. Orientation must include assessment by a validated needs assessment tool(s). Proposals should indicate the evidence based assessment tool that the proposer uses, which needs to be an approved tool by DOC Parole and Community Services. DOC assessment tool preferences are SCORES (Statewide Collaborative Offender Risk Evaluation System) and WRNA (Womens Risk Needs Assessment). Providers not currently trained in using SCORES and WRNA should provide a transition plan to using these tools. Proposals should also describe the proposer's quality assurance process to ensure fidelity with the administration of assessment tools.

Proposals for Residential Mental Health programs must also include explanation of use of any validated mental health assessment tool (such as the CAI, SASSI, ASI, T-ASI, TCUDS II, etc.).

- h. **Development of Individual Service/Treatment Plans.** Program staff, in conjunction with the resident, should work together to develop an Individual Service/Treatment Plan that addresses the resident's primary criminogenic needs. The plan should incorporate information obtained from assessments, and should identify needed services and goals.
- i. **Service/Treatment Components.** Proposals must describe services offered to residents and the modality by which they are offered.

1) Residential Work Release Programs

The Department expects programs of this type to function primarily as programs that assist residents with obtaining employment, establishing savings accounts along with an on-site family reunification component while preparing for transition to independent living. Work Release program staff must include a Job Developer. Residential Work Release program proposals are being sought for services statewide. A specific request for a 15-bed female program in the New Haven area is wanted. The following components must be addressed.

- a) **Job Development.** It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals, local workforce development boards, and American Job Centers.
- b) **Job Readiness.** It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search

Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc. Proposers should identify career and job readiness assessment tools used.

- c) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.
- d) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with Offender Monies: Offenders Savings Accounts in the [DOC's Parole and Community Services Residential Provider Manual](#)).
- e) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- f) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- g) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- h) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, permanent housing upon completion of the program.
- i) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
- j) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.
- k) Mentoring – Preference will be given to programs that include Mentors for residents. Mentoring is a component that is meant to complement the traditional services of Work Release programs. Resident participation with Mentors is voluntary. Proposals should describe the mentoring program including mentoring selection, roles and responsibilities, mentoring approach, and mentor training and support

2) Residential Work Release Women and Children Program

The Department expects programs of this type to function primarily as programs that assist residents with obtaining employment and establishing savings accounts while preparing for transition to independent living. Work Release program staff must include a Job Developer. The following components must be addressed.

- a) Job Development. It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals, local workforce development boards, and American Job Centers.
- b) Job Readiness. It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc. Proposers should identify career and job readiness assessment tools used.
- c) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.
- d) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with Offender Monies: Offenders Savings Accounts in the [DOC's Parole and Community Services Residential Provider Manual](#)).
- e) Social Reunification. Describe how the proposed program will house children on offenders. Program eligibility should be limited to children from birth to five years of age. Include specific programming for female offenders and their children, availability of day-care services while the mother works, and linkages to the Department of Children and Families, if necessary.
- f) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- g) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- h) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).

- i) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, permanent housing upon completion of the program.
- j) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
- k) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.
- l) Mentoring – Preference will be given to programs that include Mentors for residents. Mentoring is a component that is meant to complement the traditional services of Work Release programs. Resident participation with Mentors is voluntary. Proposals should describe the mentoring program including mentoring selection, roles and responsibilities, mentoring approach, and mentor training and support

All programming provided at these programs should be gender responsive as described in Attachment A.

3). Substance Abuse Programs

The following components must be addressed.

- a) Substance Abuse Treatment. Include specific group and individual counseling session length, duration, and curricula to be utilized, as well as group capacity. Also include the proposer's capability of providing and/or allowing medication assisted treatment (MAT).
- b) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- c) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- d) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- e) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, permanent housing upon completion of the program.

- f) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
- g) Discharge Planning. In conjunction with the resident's Individual Treatment Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.

4). Transitional Supportive Housing Programs

The Department expects programs of this type to function primarily as programs that assist residents with independent living options, benefits eligibility, permanent housing, and referrals for needed services. The following components must be addressed.

- a) Job Development. It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals.
- b) Job Readiness. It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc. Proposers should identify career and job readiness assessment tools used.
- c) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.
- d) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with Offender Monies: Offenders Savings Accounts in the [DOC's Parole and Community Services Residential Provider Manual](#)).
- e) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- f) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- g) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- h) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, permanent housing upon completion of the program.
- i) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.

- j) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

5). **Scattered-Site Supportive Housing Programs**

The following components must be addressed.

- a) Life Skills Development. It is expected that the program will address life-skill development for residents (for example, money management, maintaining a bank account, financial management, running a household, etc.).
- b) Basic Needs Assistance. It is expected that residents will be assisted with meeting basic needs such as food, clothing, and toiletries when necessary.
- c) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- d) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- e) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- f) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, permanent housing upon completion of the program. This may include transition to a similar independent living apartment.
- g) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
- h) Discharge Planning. In conjunction with the resident's Individual Service Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

A Job Developer position is not required but employment assistance should be provided with a program of this type:

- i) Job Development. It is expected that the program will include a significant emphasis on development of relationships with local employers willing to hire formerly incarcerated individuals, local workforce development boards, and American Job Centers.
- j) Job Readiness. It is expected that the program will include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc. Proposers should identify career and job readiness assessment tools used.
- k) Job Retention. It is expected that the program will include a component designed to encourage employer communication regarding the resident's work ethics, productivity, etc. It is also expected that the program will provide a strong focus on providing residents with the tools necessary to deal with conflict productively, and retaining their employment long-term.
- l) Savings Account Maintenance. All residents will be expected to establish a savings account (in accordance with Offender Monies: Offenders Savings Accounts in the [DOC's Parole and Community Services Residential Provider Manual](#)).

6). Behavioral Intervention

Proposals are sought for a 15 bed program Behavioral Intervention program. The following components must be addressed.

- a) Behavioral Intervention Treatment. Include specific group and individual counseling session length, duration, and curricula to be utilized, as well as group capacity to address violation behaviors and development of an individualized treatment plan aimed at increasing compliance and addressing the criminogenic risks, needs, and factors related to the violation behavior. Group sessions shall be open to allow for rolling enrollment.
- b) Medication Management. It is expected that the program will include the capability to provide medication management to residents in need of such services as a result of their behavioral health needs. Proposals should describe how the program will provide medication management.
- c) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
- d) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.

- e) Discharge Planning. In conjunction with the resident's Individual Treatment Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. Unless the individual is returning or will be placed in another DOC residential program, the Discharge Plan should include permanent housing options upon release, benefits eligibility, linkage to local community services, etc.

The primary focus of the BIP program is on behavioral treatment programming, however the following services can be provided while the individual receives programming:

- f) Job Readiness. The program can include components to strengthen a resident's likelihood of sustainable employment. These components should include, but not be limited to: Employment Counseling; Job Search Techniques; Resume Assembly; Interviewing Skills; Job Application Preparation; etc. Proposers should identify career and job readiness assessment tools used.
- g) Identification Procurement. Residents can be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- h) Benefits Assistance. Residents can be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- i) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, permanent housing if they will be released to the community upon completion of the program.

7). Per diem beds

Proposals for the per-diem beds will be accepted from providers that have a new and/or existing contract(s) with DOC that may also have available capacity through other non-DOC contracted programs. The program would be utilized to fill unoccupied beds when DOC has a temporary need to place a client. DOC will pay the proposed per diem bed rate for the number of days that the additional bed is utilized. The Contractor will invoice CTDOC for the utilized amount of days that a bed or beds were in service by DOC clients. Payment will be issued separate from the scheduled contract payments. Proposals for the per-diem program shall include a Provider's per diem bed rate, as well as, details regarding the potential location(s) of the beds, the type of program(s) that the potential beds are located within, along with the 24/7 program specific details of the other program(s) to determine appropriate oversight and security.

8). Residential Mental Health Programs

The Department expects programs of this type to accept individuals with a high level of mental health needs (assessed by the Department as Mental Health Levels 4 and 5). The program should accommodate those individuals who will most often require some level of assistance for the remainder of their lives, and those who may be targeted for DMHAS services upon release. The following components must be addressed.

- a) Mental Health Treatment. How will assessed mental health needs of residents be addressed? Include specific group and individual counseling session length, duration, and curricula to be utilized, as well as group capacity.
- b) Medication Management. It is expected that the program will include the capability to provide medication management to residents in need of such services as a result of their mental health needs. Proposals should describe how the program will provide medication management.
- c) Employment. It is expected that the program will include a component that allows for community access (after completion of intensive mental health treatment components), which may include possible employment for those residents able to sustain such. Proposals should describe the capacity of the program to assist with resident employment.
- d) Community Access. It is expected that the program will include a community access component that will allow residents to begin reintegration in a supervised and structured manner. This may include group activities, employment search, etc.
- e) Service Linkage. It is expected that the program will include the capability to provide linkage to local mental health providers and/or DMHAS providers to ensure continuity of care upon completion of the program.
- f) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
- g) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.
- h) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- i) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.

- j) Drug Testing. It is expected that the program will perform drug testing of residents. The Department requires that drug tests be performed a minimum of once per month for the resident's entire length of stay. Proposals should include the level and type of drug test to be performed.
 - k) Discharge Planning. In conjunction with the resident's Individual Treatment Plan, program staff should work collaboratively with the resident to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.
- 9) **JBCSSD Residential Mental Health Program**
The Department on behalf of the Judicial Branch Court Support Services Division (CSSD) is seeking proposals for a 14-bed Residential Mental Health program in the New Haven area. Current funding level of a Program of this type is \$653,018. The following components must be addressed.
- a) Mental Health Treatment. How will assessed mental health needs of residents be addressed? Describe what community based services will be utilized and what services they will provide, including specific group and individual counseling, psychiatric evaluation, medication assessment and management. Providers should include any services that they will provide directly.
 - b) Medication Management. It is expected that the program will include the capability to provide medication management to residents in need of such services as a result of their mental health needs. Proposals should describe how the program will provide medication management.
 - c) Employment. It is expected that the program will include a component that allows for community access (after completion of intensive mental health treatment components), which may include possible employment for those residents able to sustain such. Proposals should describe the capacity of the program to assist with resident employment.
 - d) Community Access. It is expected that the program will include a community access component that will allow residents to begin reintegration in a supervised and structured manner. This may include group activities, employment search, etc.
 - e) Service Linkage. It is expected that the program will include the capability to provide linkage to local mental health providers, JBCSSD contracted services, and/or DMHAS providers to ensure continuity of care upon completion of the program.
 - f) Transportation Assistance. The contractor shall, at a minimum, provide resident transportation to medical appointments, in emergency situations (not requiring ambulatory services), to court appearances/appointments, probation offices when mandated, and when transferring to another contracted DOC program. This may be accomplished through public transportation, when viable, but should not result in any cost to the resident. When alternative transportation is not a viable option, it shall be the responsibility of the contractor to provide direct transport for these appointments.
 - g) Identification Procurement. It is expected that residents will be assisted with procuring identification sufficient for U.S. Citizenship and Immigration Services Form

I-9, Employment Eligibility Verification. This may include provision of funding to assist with such procurement.

- h) Benefits Assistance. It is expected that residents will be assisted with securing federal and State entitlements for which they may be eligible including, but not limited to Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI).
- i) Housing Assistance. It is expected that residents will be assisted with obtaining adequate, non-shelter housing upon completion of the program.
- j) Drug Testing. It is expected that the program will perform drug testing of residents. Urine testing shall be done on a weekly basis. Proposals should include the level and type of drug test to be performed.
- k) Discharge Planning. In conjunction with the resident's Individual Treatment Plan, program staff should work collaboratively with the resident and the referral source to develop a Discharge Plan. The Discharge Plan should include permanent housing options upon completion of the program, benefits eligibility, linkage to local community services, etc.

- j. *Evidence-Based Programming.* The proposal must describe the extent to which services will be evidence-based and how that determination was made. Describe what evidence-based curricula will be utilized, any evidence-based philosophies utilized (for example, M/I, MET, CBT, etc.), and specific gender-responsive philosophies utilized. Cite specific research, papers, journals, etc. Copies of the cited literature will be requested, if necessary. **Do not** include them with the proposal.
- k. *Internal Security Measures.* The proposal must clearly describe all internal security measures.
- l. *Prison Rape Elimination Act (PREA).* All contractors providing residential services shall adhere to the federal Prison Rape Elimination Act of 2003, Public Law 108-79. Additionally, all contractors providing residential services shall comply with Department policies and procedures as they relate to PREA standards for contracted residential community programs, as such policies and procedures are delineated and maintained in the Department's Parole and Community Services Residential Provider Manual. The proposal must indicate whether the proposed program is compliant with PREA standards.
- m. *Eligibility and Exclusions.* The proposal must clearly define all eligibility criteria and must identify and define any categories of individuals who would be excluded from the program. All exclusions must be fully explained including rationale for exclusion. Release status is not an acceptable criterion for eligibility or exclusion. Individuals should be accepted into the program regardless of custody status and criminal history. Preference will be given to proposers demonstrating the least restrictive eligibility and exclusionary criteria, especially with regard to individuals convicted of a sexual offense or arson.

2-2: Non-Residential Services:

1) Employment Coordinator (EC)

The Department is undertaking initiatives to facilitate pre- and post-reentry employment pathways for people leaving incarceration on community supervision. To support this work, the Department is accepting proposals that provide for three (3) full time Employment Coordinators who have workforce development and reentry experience and reentry service connections to the community and employers to liaison with corrections education and reentry staff and parole staff to support offenders on career exploration and planning, counseling, and assist linking them to services for transitioning back to their communities. Employment Coordinators will work with pre-release inmates within up to five (5) targeted facilities with York and McDougal Walker as primary sites, and will liaison with work development partners and employers to coordinate employment programming within and outside of correctional facilities. Post-release services will include making connections to the state's five Workforce Development Boards (WDBs), American Job Centers (AJCs) in each region, employers and the CT Reentry Collaborative, a statewide network of re-entry roundtables. Work with Unified School District 1 staff and other correction staff to introduce work readiness assessment such as WorkKeys® and credentialing programs such as OSHA-10 job site safety instructional certification. The Employment Coordinator will be responsible for identifying and facilitating local job/career and educational or job training placements ; utilizing best- and evidenced-based practices for assessing educational, career, and vocational interests, job readiness, as well as barriers to employment; developing individualized employment/education/training plans aligned with assessment

results including plans to address barriers to employment (e.g., transportation, child-care, etc.); providing employment soft-skills training; assisting participants with resumes, job applications, and applications for education and/or training programs and/or employment/education related entitlements for justice-involved individuals.

Funding for the Employment Coordinator positions is contingent upon award of federal Second Chance Act Adult Reentry and Employment Strategic (ARES) implementation funding from the Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). A total of \$157,000 of ARES funding has been requested from BJA for the cost of salary and benefits, travel and other associated costs with these positions in delivering employment services. Pending any flexibility within the ARES grant budget and approval from BJA the amount of Employment Coordinator funding could increase. The chosen entity will be expected to participate periodically in ARES Implementation Committee meetings and meetings with BJA's grant technical advisor (TA) in-person or via video conferencing. The chosen entity will be required to collect and maintain performance metric data for reporting by the Department to BJA.

Contingent on the Department's award of ARES funds for October 1, 2020 and subject to BJA approval, the Department will issue one sub-recipient grant contract with one entity for Employment Coordinator services from the contract start date (TBD) through September 2021. Employment Coordinator services shall be provided statewide. It is expected one Employment Coordinator split his or her time and effort delivering direct services and providing staffing coordination and supervision to the other Employment Coordinator. For this reason, the entity may modify the job title of that employee. The Department will allow proposals that form partnerships with one or more organizations to provide the requested services statewide.

CTDOC (Department) initiatives include:

- implementing education and employment-related transitional resources that benefit 200 male and female moderate to high risk offenders 18 years and older pre-and post-incarceration and provide data for evaluating employment and recidivism rate changes as described in the Department's ARES Planning & Implementation Guide;
- integrate best practices from Corrections and Workforce Development Fields;
- Create more direct paths to substantive employment for the incarcerated population and coordinate these efforts with post-release services and programming;
- Expand the capacity of CTDOC facility programs to provide industry-recognized credentials and provide relevant work experience that directly utilize industry-recognized credentials;
- Introduce different recognized Interest Inventory assessments such as Skills 180® and WorkKeys® that measure attraction to DOL designated interest areas and aptitude skills required for the workplace as well as certification programs such as OSHA-10 job-site safety training and programs through Manufacturing Skills Standards Council (MSSC);
- Increase and standardize community engagement activities within and across correctional facilities;
- Develop and implement virtual American Job Centers (AJCs) and access to CTHIRES through computer applications; Establish in-prison links to reentry roundtables and Workforce Investment Boards(WDBs)
- Develop a controlled, restricted access Reentry Portal "VOS-REO" (Virtual OneStop ReEntry Employment Opportunities) to interface with the CTDOJ web-based employment system – CT HIRE (www.cthires.com). The criminal justice reentry portal will give inmates and facility staff access to pre-release, and post-

- release side to parole office staff, CTDOC contracted halfway houses, and workforce development partners, the outcomes of which are less time finding work and improved communications and linkages to AJCs and reentry providers;
- Enhance CTDOC partnerships with local educational and employment services; and,
- Work with WDBs, CTDOLE and other appropriate agencies to connect participants to programs available throughout CT's Workforce Development System.

To create more direct paths to substantive employment for the reentry population, each Employment Coordinator would work with offenders, splitting their time between facilities providing pre-release assistance, and on other days working in the parole office providing post-release follow up to recently discharged offenders and to others on community supervision. Working with a facility's Reentry Counselor, the Employment Coordinator will make structured referrals and linkages to AJCs, WDBs, and community-based reentry programs and services and as a post-release liaison with parole officers and halfway houses.

The Employment Coordinator will assist users with accessing the VOS ReEntry Employment Opportunities Portal within a facility, or parole office; proctor assessments, identify and facilitate local job/career and educational or job training placements; and barriers to employment (e.g. transportation, child-care, etc.); coordinate employment soft-skills training; assisting with resumes, job applications, and applications for education and/or training programs and/or employment/education related entitlements for justice-involved individuals. The Employment Coordinator may provide assistance to individuals ensuring they have the proper documentation needed to participate in Employment and Training programs including WIOA, such as proof of SS#, Date of Birth, etc.

The objective of having the Employment Coordinator located part-time within the parole offices will allow parolees to continue with job related services that began in prison. Parole Officers will make a direct referral to the Employment Coordinator for people already in the community on supervision. The benefit of a pre-release to post-incarceration "handoff" is it ensures the continuation of employment support services once the person is in the community. Other anticipated outcomes are Parolees who have discharged from a non-participating facility can begin working with an Employment Coordinator immediately and avoid any gap in time for job services to begin. Parole Officers will be more informed as to a Parolee's progress. For Parolees, they will be guided to jobs, educational programs and/or vocational training that can lead to sustainable employment providing livable wages and high growth potential.

- a) Employment, Educational Vocational Readiness: The individual/agency will be responsible for: identifying and facilitating local job/career and educational or job training placements for parolees; utilizing best- and evidenced-based practices for assessing parolee educational, career, and vocational interests, job readiness, as well as barriers to employment; developing individualized employment/education/ training plans aligned with assessment results including plans to address barriers to employment (e.g., transportation, child-care, etc.); providing employment soft-skills training; assisting parolees with resumes, job applications, and applications for education and/or training programs and/or employment/education related entitlements for justice-involved individuals. The preferred entity will have experience providing employment and reentry services, in addition to running programs and having access to resources and other assets that can be leveraged to supplement the federal ARES funding to support the Department and the implementation of the ARES Planning and Implementation Guide.

- b) Referral Process: Pre-Release referrals will be made directly by ReEntry Staff; USD 1 Staff or Correctional Enterprises; post-release referrals will be made by Parole Officers
- c) Capacity: The EC Coordinator shall work with ReEntry Staff, USD1 Staff, Correctional Enterprises, and Parole District Officers including the Specialized Units with 200 male and female moderate to high risk offenders 18 years and older pre-and post-incarceration
- d) Date of Service Availability: January 1, 2021
- e) Location of Delivered Service: The chosen entity will be provided office space inside targeted facilities, as well as within Parole Offices to work with ARES grant participants. Locations to be determined based on demographics of where releasing offenders return after the pre-release work they have completed within the facilities;
Can use of computers and printer in target facilities and parole offices;
Access to ARES participants' data (demographics, risk and need assessments, other assessments, education and employment history) from DOC MIS and USD #1;
Access to and use of the VOS REO (Virtual OneStop Reentry Employment Opportunities), reentry portal for assisting ARES participants with job searches and career exploration; and
Training to use VOS REO portal, including use of WorkKeys® Module: Assessment Plan, Career Services, Recruitment Services, MyOneStop profile, and Metrix Online Module.

Parole District Office locations:

Bridgeport District: 1052 North Ave, Bridgeport
Hartford District: 300 Sheldon Street, Hartford
New Haven District: 620 Grand Avenue, New Haven
Norwich/New London District: 2-6 Cliff Street, Norwich
Waterbury District: 2200 Thomaston Avenue, Waterbury

- f) Hours of Operation: Provide the hours of operation and any proposed schedule for EC services provided working out of Parole District office space as well as inside facilities. Note hours of operation within Parole District Office space must be between 8:30 am and 4:30 pm.
- g) Intake: Describe the process followed for each referral intake, as well as the topics covered in an individualized action plan.
- h) Service Components: Proposals must describe services offered to individuals, validated assessment tool(s), and the process by which services are offered.

2) Fiduciary Services:

The Department is seeking proposals for fiduciary services that would require the proposer to issue checks upon request by DOC to entities/providers providing a service for DOC, such as the Per Diem Bed Program, ASIST emergency housing program, Re-

Housing Program, etc. Under the ASIST Program approximately 75 checks are written annually. A range of 0-100 checks are estimated for the Per-diem program annually.

The maintenance of monthly reports for fund balance tracking is required.

3. Staffing Requirements (*Page Limit: Five pages*)

A responsive proposal must include the following information about all staff that the proposer intends to assign to the proposed program.

- a. *Program Staff/Manager.* Include a staffing matrix in Section IV.H. Appendices of the proposal, using the form provided in Section V. Forms of this RFP. Identify each staff position that will be responsible for implementing and providing the requested services, including but not limited to a Program Manager. The Program Manager's responsibilities shall include but not be limited to day-to-day oversight of the program. Indicate whether each position will be newly created or existing. If the staff that will be assigned to the program are currently employed by the organization, include their names and position titles. If the staff that will be assigned to the program are not currently employed by the organization, present a strategy to recruit and hire staff that possess the qualifications specified in the job descriptions requested in Section III.C.3.b below. The staffing matrix does not count toward the page limit of the proposal.
- b. *Job Descriptions.* Provide current job descriptions for each position identified in Section III.C.3.a above, in Section IV.H. Appendices. The job descriptions must outline the specific duties associated with the proposed program, and minimum credential, license, education, training, and experience requirements. Each job description should clearly show how the position supports the proposed program. Job descriptions do not count toward the page limit of the proposal.
- c. *Resumes.* Provide resumes, not exceeding two pages per resume, for all staff identified in Section III.C.3.a above that are currently employed by the organization, in Section IV.H. Appendices. Resumes must reflect staff qualifications including credentials, licenses, education, training, experience with the proposer, experience with government-funded projects, and other relevant experience. Resumes do not count toward the page limit of the proposal.
- d. *Recruitment, Hiring, and Retention Plan.* Detail the proposer's recruitment, hiring, and retention plan, including any efforts made to recruit and hire people with disabilities.
- e. *Staff Training/Education/Development.* Describe the proposer's staff training, education, and development plan to ensure staff competency in the provision of the requested services.
- f. *Multilingual and Multicultural Competency.* Describe the cultural and linguistic background of staff identified in Section III.C.3.a above in relation to the service population. Since it is unrealistic to maintain staff with cultural and linguistic capabilities for all potential ethnic groups, explain how the program intends to serve those ethnic groups outside the cultural and linguistic capabilities of program staff.

4. Reporting Requirements (*Page Limit: Five pages*)

A responsive proposal must include the following information about the information management and performance measurement systems of the proposer.

- a. *Equipment.* The proposal must describe the proposer's ability to access the Internet, send and receive secure outside e-mail, and view PDF documents. The proposal must also describe the office operating systems currently utilized by the proposer, and the capability of the proposer to maintain electronic health records and electronic case management records/resident files.
- b. *Reports.* The contractor shall be required to file the following reports electronically, on forms provided by the Department, with the Department's Contracts Administration Office unless otherwise noted. The proposal must describe the proposer's ability to comply with these requirements.
 - i. Residential Monthly Progress Report, within five calendar days after the end of each month, with the supervising Parole Officer;
 - ii. Residential Monthly Discharge Report, within 48 hours after the resident's discharge with the supervising Parole Officer;
 - iii. Monthly Residential Utilization Report, within seven calendar days after the end of each month;
 - iv. Performance Outcome Measure Report, by January 7 of each year for the period of July 1 through December 31, and by July 7 of each year for the period of July 1 through June 30;
 - v. Annual Budget, using the Purchase of Services Uniform Chart of Accounts and Electronic Workbook promulgated by OPM, by June 15 of each year for the following State fiscal year (July 1 through June 30);
 - vi. Staffing Matrix, by June 15 of each year; and
 - vii. Expenditure Report, using the Purchase of Services Uniform Chart of Accounts and Electronic Workbook promulgated by OPM, by March 31 of each year for the period of July 1 through the last day of February, and by September 30 of each year for the period of July 1 through June 30.
- c. *Disclosure Policy.* Case file information on program participants including names, Social Security Numbers, and other sensitive information is considered confidential and may not be released. The contractor must protect confidential and private information gained from program participants. Appropriate physical and electronic security policies must be in place to protect sensitive information. The proposal must describe the proposer's ability to comply with this disclosure policy.
- d. *Performance Outcome Measures.* The contractor shall adhere to established Performance Outcome Measures developed and promulgated by DOC as such may be amended from time to time. The proposal must describe: how the program will be monitored to ensure that the performance outcome measures are met; and the data collection methodology to ensure credible documentation of program services. The Department has developed and promulgated the following performance outcome measures.

i. Work Release Programs

- a) 95% of admitted offenders will have an Individual Service/Treatment Plan completed within 15 calendar days of admission;
- b) 50% of offenders will have obtained part-time, full-time or temporary employment or be enrolled in school within 90 days of admission;
- c) 90% of successfully discharged offenders will have obtained housing;
- d) 95% of eligible offenders will maintain savings accounts held in their name, by contractor or by conservator;
- e) 98% of offenders will have at least one random drug screen monthly and 85% of offenders will have no positive drug screens;
- f) 75% of discharged offenders will have completed the program successfully; and
- g) 98% of successfully discharged offenders will have a discharge plan/summary.

ii. Work Release Women and Children Programs

- a) 95% of admitted offenders will have an Individual Service/Treatment Plan completed within 15 calendar days of admission;
- b) 50% of offenders will have obtained part-time, full-time or temporary employment or be enrolled in school within 90 days of admission;
- c) 90% of successfully discharged offenders will have obtained housing;
- d) 95% of eligible offenders will maintain savings accounts held in their name, by contractor or by conservator;
- e) 98% of offenders will have at least one random drug screen monthly and 85% of offenders will have no positive drug screens;
- f) 88% of offenders with children developed a stable, on-going relationship compliant with terms of their release.
- g) 75% of discharged offenders will have completed the program successfully; and
- h) 98% of successfully discharged offenders will have a discharge plan/summary.

iii. Substance Abuse Programs

- a) 95% of admitted clients will have Individual Service/Treatment Plans within 15 calendar days of admission;
- b) 98% of clients will have at least one random drug screen monthly and 90% of clients will have no positive drug screens within reporting period;
- c) 75% of discharged clients will have completed the program successfully; and
- d) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

iv. Mental Health Programs

- a) 95% of admitted clients will have Individual Service/Treatment Plans within 15 calendar days of admission;
- b) 90% of successfully discharged clients will have obtained safe, permanent housing;
- c) 98% of clients will have at least one random drug screen monthly and 90% of clients will have no positive drug screens within reporting period;
- d) 70% of discharged clients will have completed the program successfully; and
- e) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

v. Transitional Supportive Housing Programs

- a) 95% of admitted clients will have ISP/ITP's within 15 calendar days of admission;
- b) 90% of successfully discharged clients will have obtained safe, permanent housing;
- c) 75% of discharged clients will have completed the program successfully; and
- d) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

vi. Scattered Site Supportive Housing Programs

- a) 95% of admitted clients will have Individual Service/Treatment Plans within 15 calendar days of admission
- b) 90% of successfully discharged clients will have obtained safe, permanent housing.
- c) 98% of clients will have at least one random drug screen monthly and 85% of clients will have no positive drug screens within reporting period;
- d) 75% of discharged clients will have completed the program successfully; and
- e) 98% of successfully discharged clients in the program 15 calendar days or longer will have a completed discharge/summary plan.

vii. Behavioral Intervention

Performance measures for programs of this type shall be collaboratively developed by the Department and the contractor.

viii. Vocational and Education Program

Performance measures for programs of this type shall be collaboratively developed by the Department and the contractor.

ix. Employment Coordinator:

Performance measures for programs of this type shall be collaboratively developed by the Department and the contractor and shall meet federal reporting requirements

5. Work Plan

A responsive proposal must include a comprehensive and realistic work plan **for each State fiscal year (July 1 to June 30)**. The work plan must demonstrate the flow of program services in a logical and sequential manner with the second year building upon the first year. The work plan must include the following.

- a. *Tasks and Deliverables.* Describe **what** start-up and implementation activities, actions, tasks, and deliverables the proposer will accomplish to implement the program, as well as the staff **who** will be responsible for accomplishing each task and deliverable.
- b. *Methodologies.* Describe **how** each task and deliverable will be accomplished, providing a detailed explanation of the procedures or processes that will be used to attain the expected outcomes.
- c. *Timetable/Schedule.* Include a proposed timetable indicating **when** each task and deliverable will be accomplished. Identify any significant milestones or deadlines including when the program will be operational.

■ D. COST PROPOSAL COMPONENTS

1. Financial Requirements (*Page Limit: Five pages*)

A responsive proposal must include the following information about the proposer's fiscal stability, accounting and financial reporting systems, and relevant business practices.

- a. *Audited Financial Statements.* Submit a copy of the cover letter from the proposer's auditor for each of the three most recent annual audits and a copy of the most recent audit prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (GAAP) (USA). The copy shall include all applicable financial statements, auditor's reports, management letters, and any corresponding reissued components, including reports on compliance for each major State and federal program and on internal control over compliance. Cover letters and the annual audit do not count toward the page limit of the proposal. One copy only shall be included with the original proposal in Section IV.H. Appendices. If less than three audits have been conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the proposer should be included (for example, a financial statement prepared by an accountant, a tax return, etc.).

If the 3 most recent audit are available via OPM's Electronic Audit Reporting System (EARS), such may be noted in the proposal and a hard copy of the audit need not be provided.

- b. *Financial Capacity.* Describe the proposer's financial capacity to properly isolate contract-related income and expenditures. Discuss the internal controls used to ensure that a thorough record of expenditures can be provided for purposes of an audit.
- c. *Mixed Funding.* Describe how staff time dedicated to this program will be tracked, if staff assigned to the program will be paid from various funding sources.

2. Budget Requirements

- a. *Cost Standards.* All proposed costs are subject to the federal *Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards*, and OPM *Cost Standards*. In the event of any inconsistency, the federal uniform guidance shall supersede the OPM cost standards. Be advised that the cost proposal is subject to revision prior to contract execution in order to ensure compliance with the OPM cost standards and federal uniform guidance.

More information about the OPM cost standards is available on OPM's web site: [Cost Standards](#).

A portion of the contractor's expenses may be claimed by the State of Connecticut and reimbursed by the federal government through the Temporary Assistance for Needy Families (TANF) Program. Therefore, certain restrictions on a portion of funding received through DOC may apply.

- b. *Budget.* See 2.c. for proposal budget requirements for Employment Coordinator. All other program proposals shall be as follows: **A responsive proposal must include** a separate budget form, which is provided in Section V., Forms, of this RFP, **for each State fiscal year** (July 1 to June 30) that a proposer offers the proposed program (Forms 3a-3c). Since

contract offers may be made up to three years with the option of a two-year extension at the discretion of the Department, proposal submissions should include annual program budgets for each fiscal year up to the maximum of 5 years. All start-up costs must be clearly identified and itemized in the budget and are only allowed in year 1 (FY2021) All revenue, including non-DOC revenue must be identified.

In addition to the full program budgets for the period the program is offered, a second set of annual budgets based on the minimal number of beds required for sustainability should be submitted in the event DOC does not have the funding available and/or need for all the beds offered in a program proposal.

Preference will be given to proposals that have more efficient and economical total costs, as well as those that have more efficient and economical costs per bed.

The cost per bed for current DOC-contracted residential programs is as follows.

<i>Program Type</i>	<i>Low</i>	<i>High</i>	<i>Average</i>
Work Release*	\$20,006	\$39,954	\$29,382
Substance Abuse	\$25,669	\$25,669	\$25,669
Mental Health	\$60,205	\$60,550	\$60,378
Transitional Supportive Housing*	\$23,655	\$23,655	\$23,655
Scattered Site Supportive Housing	\$24,061	\$26,000	\$25,115

*Excludes outliers

- c. **Employment Coordinator Budget:** A responsive proposal for the Employment Coordinator shall use the budget form 3d included in Section V Forms of this RFP.
- d. ***Budget Justification/Narrative.*** A responsive proposal shall detail how costs included in the budget were calculated. If applicable, all start-up costs must be listed separately and clearly detailed in the budget justification/narrative. Either Microsoft Office Word or Excel format is acceptable.

Note 1: The Department reserves the right to fund portions of a proposed budget and/or require adjustments.

Note 2: The Department reserves the right to consider all factors including cost in the final selection of a successful proposer. The opportunity to negotiate a contract with the Department will not be offered based on cost alone.

IV. PROPOSAL OUTLINE

*This section presents the **required** outline that must be followed when submitting a proposal in response to this RFP. Proposals must include a Table of Contents that exactly conforms with the required proposal outline (below). Proposals must include all the sections listed below, in the order specified, using the prescribed lettering and numbering scheme. Incomplete proposals will not be evaluated.*

Residential Program Proposal Outline	Page
A. Cover Sheet	1
B. Table of Contents	2
C. Declaration of Confidential Information	Etc.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary	
F. Main Proposal Components.	
1. Organizational Requirements	
a. Purpose/Mission/Philosophy	
b. Entity Type/Years in Operation	
c. Administrative Office Location	
d. Qualifications/Certification/Licensure	
2. Service Requirements	
a. Referral Process	
b. Program Capacity	
c. Date of Program Availability	
d. Location of Program	
e. Room and Board	
f. Accountability	
g. Intake/Orientation	
h. Development of Individual Service/Treatment Plans	
i. Service/Treatment Components	
j. Evidence-Based Programming	
k. Internal Security Measures	
l. Prison Rape Elimination Act	
m. Eligibility and Exclusions	
3. Staffing Requirements	
a. Program Staff/Manager	
b. Recruitment, Hiring, and Retention Plan	
c. Staff Training/Education/Development	
d. Multilingual and Multicultural Competency	

4. Reporting Requirements

- a. Equipment
- b. Reports
- c. Disclosure Policy
- d. Performance Outcome Measures

5. Work Plan

G. Cost Proposal Components

1. Financial Requirements

- a. Financial Capacity
- b. Financial Controls

2. Budget Requirements

- a. Budget
- b. Budget Justification/Narrative

H. Appendices

- 1. Proof of Nonprofit Status
- 2. Reference Letters
- 3. Proof of Zoning
- 4. Proof of Licensure
- 5. Staffing Matrix
- 6. Job Descriptions
- 7. Resumes
- 8. Audited Financial Statements
- 9. Commission on Human Rights and Opportunities, Workplace Analysis
Affirmative Action Report ¹
- 10. Consulting Agreement Affidavit (OPM Ethics Form 5) ²
- 11. OPM Iran Certification Form 7³
- 12. Floor Plan

¹ The proposer must upload this report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.2 of this RFP as a hyperlink.

² Required when the contract resulting from this RFP has an anticipated value of \$50,000 or more in a calendar or fiscal year. The proposer must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.3 of this RFP as a hyperlink.

³ Required when the contract resulting from this RFP has an anticipated value of \$500,000 or more in a calendar or fiscal year. The proposer must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section III.E.5 of this RFP as a hyperlink.

Non-Residential Program Proposal Outline

	Page
A. Cover Sheet	1
B. Table of Contents	2
C. Declaration of Confidential Information	Etc.
D. Conflict of Interest - Disclosure Statement	
E. Executive Summary	
F. Main Proposal Components.	
1. Organizational Requirements	
a. Purpose/Mission/Philosophy	
b. Entity Type/Years in Operation	
c. Administrative Office Location	
d. Qualifications/Certification/Licensure	
2. Service Requirements	
<i>(Note: For the Employment Coordinator this section should include a. – h. as listed below. For Fiduciary Services this section contains the narrative regarding the services to be delivered.)</i>	
a. Employment, Educational and Vocational Readiness.	
b. Referral Process	
c. Capacity	
d. Date of Service Availability	
e. Location of Delivered Services	
f. Hours of Operation	
g. Intake	
h. Service Components	
3. Staffing Requirements	
a. Program Staff/Manager	
b. Recruitment, Hiring, and Retention Plan	
c. Staff Training/Education/Development	
d. Multilingual and Multicultural Competency	
4. Reporting Requirements	
a. Equipment.	
b. Reports	
c. Disclosure Policy	
d. Performance Outcome Measures	
5. Work Plan	
G. Cost Proposal Components	
1. Financial Requirements	
a. Financial Capacity	

b. Financial Controls

2. Budget Requirements

a. Budget.

b. Budget Justification/Narrative.

H. Appendices

1. Proof of Nonprofit Status
2. Reference Letters
3. Proof of Zoning
4. Proof of Licensure
5. Staffing Matrix
6. Job Descriptions
7. Resumes
8. Audited Financial Statements
9. Commission on Human Rights and Opportunities, Workplace Analysis
Affirmative Action Report ⁴
10. Consulting Agreement Affidavit (OPM Ethics Form 5) ⁵
11. OPM Iran Certification Form 7⁶

⁴ The proposer must upload this report into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.2 of this RFP as a hyperlink.

⁵ Required when the contract resulting from this RFP has an anticipated value of \$50,000 or more in a calendar or fiscal year. The proposer must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section II.E.3 of this RFP as a hyperlink.

⁶ Required when the contract resulting from this RFP has an anticipated value of \$500,000 or more in a calendar or fiscal year. The proposer must upload this certification into the Department of Administrative Services (DAS) on-line data vault, called BizNet, prior to submitting a proposal in response to this RFP. More information is embedded in Section III.E.5 of this RFP as a hyperlink.

V. FORMS



REQUEST FOR PROPOSALS
RFP # DOC-RES-NON-RES/PS -2021-SM
Department of Correction
Due no later than September 22, 2020 – 3pm

FORM #1: Letter of Intent

Return to:

Suzanne Mazzotta
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
860-692-7886 (Telephone)
DOC.RFP@ct.gov (Email)

The organization below intends to submit a proposal in response to the above referenced RFP.

Prospective Proposal Program Type:

Residential -- ☐ Work Release ☐ Women & Children ☐ Substance Abuse ☐ Mental Health
☐ JBCSSD Mental Health ☐ Transitional Housing ☐ Scattered Site Supportive Housing
☐ Behavioral Intervention ☐ Re-Housing ☐ Per Diem
Non-Residential -- ☐ Fiduciary Services ☐ Employment Coordinator

Note: This letter is a non-binding expression of interest and does not obligate the sender to submit a proposal.

Prospective Proposer

--	--

Legal Name Telephone Number

--	--	--

Mailing Address Town, State Zip Code

Contact Person

--	--

Name Title

--	--	--

Mailing Address (if different) Town, State Zip Code

--	--	--

Telephone Number Fax Number E-mail Address

Person Authorized to Sign Contract:

--	--

Name Title

--	--

Signature Date

REQUEST FOR PROPOSALS
RFP # DOC-RES/NON-RES-PS-2021-SM
Department of Correction
Due no later than October 28, 2020 – 3pm

FORM #2: Proposal Cover Sheet

Proposer's Legal Name _____ FEIN _____
Address _____ (month) to _____ (month)
City/Town _____ State _____ Zip Code _____
Contact Name: _____ Title: _____

Telephone Number _____ E-Mail Address _____

Total Annual Program Cost _____ Total Annual Cost to CTDOC _____ Requested Startup Costs _____
(not including startup) *not including startup)*

Proposed Program Type:

Residential -- ☐ Work Release ☐ Women & Children ☐ Substance Abuse ☐ Mental Health
☐ JBCSSD Mental Health ☐ Transitional Housing ☐ Scattered Site Supportive Housing
☐ Behavioral Intervention ☐ Re-Housing ☐ Per Diem
Non-Residential -- ☐ Fiduciary Services ☐ Employment Coordinator

Proposed Program Name: _____

Proposed Program Address: _____

Proposed # of Beds: _____ Total Program # of Beds _____ # of DOC Beds _____

Is your organization a non-profit? Yes ☐ No ☐ Is your organization incorporated? Yes ☐ No ☐

Is your organization registered as a: Minority Business Enterprise? Yes ☐ No ☐
Women Business Enterprise? Yes ☐ No ☐
Small Business Enterprise? Yes ☐ No ☐

I certify that to the best of my knowledge and belief, the information contained in this proposal is true and correct. The proposal has been duly authorized by the governing body of the proposer, the proposer has the legal authority to apply for this funding, the proposer will comply with applicable state and federal laws and regulations, and that I am a duly authorized signatory for the proposer.

Signature of Authorizing Official _____

Date _____

Typed Name and Title _____

Form #3A: Proposed Annual Program Budget (with FY2022 Start-up Costs)

Proposer Name: _____

Proposed Program: _____

Served/#of Beds: _____

Budget Year: FY2022: July 1, 2021 - June 30, 2022**Salary Detail:**

Direct Client Services Staff:	Number FTE's	Average Annual Salary	Annual Line Total
Program Director		\$ -	\$ -
Counselors		\$ -	\$ -
Staff Supervisor		\$ -	\$ -
Client Supervisor/Monitor		\$ -	\$ -
Job Developer		\$ -	\$ -
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Subtotal Direct Client Salaries:			\$ -

Direct Support Staff

Cook		\$ -	\$ -
Dirver		\$ -	\$ -
Security		\$ -	\$ -
Maintenance/Custodian		\$ -	\$ -
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Subtotal Direct Service Support Salaries:			\$ -
Total Direct Salaries:			\$ -

Account Number and Description	Cost
Hyperlink to State Account Definitions	Account Definitions
5000 DIRECT EXPENSES	
5100 SALARIES (As detailed above)	\$ -
5101 Staff Salaries & Wages	\$ -
5102 Overtime	\$ -
5200 FRINGE BENEFITS	\$ -

5400 CONTRACTUAL SERVICES	\$	-
5401 Medical Professional	\$	-
5402 Behavioral Health Professional	\$	-
5403 Contracted Workers - Non-Payroll	\$	-
5404 Contracted Direct Client Care	\$	-
5405 Pass-through Program Funding	\$	-
5406 Audit	\$	-
5407 Legal	\$	-
5408 Accounting	\$	-
5409 Payroll Processing	\$	-
5410 Webinar Tech/Computer Support	\$	-
5411 Translation & Interpretation	\$	-
5412 Drug Testing	\$	-
5440 Other Contractual (narrative)	\$	-
5500 TRANSPORTATION	\$	-
5501 Staff Travel Reimbursement	\$	-
5502 Vehicle Leases	\$	-
5503 Vehicle Maintenance	\$	-
5504 Mileage Reimbursement	\$	-
5550 Other Transport (narrative)	\$	-
5600 MATERIALS AND SUPPLIES	\$	-
5601 Food	\$	-
5602 Lab & Medical Supplies	\$	-
5603 Equipment (Less than \$5,000)	\$	-
5604 Leased Office Equipment	\$	-
5605 Printing, Publication and Reproduction	\$	-
5606 Postage	\$	-
5607 Outreach/Program Supplies	\$	-
5660 Other Materials (specify in narrative)	\$	-
5700 FACILITIES	\$	-
5701 Rent & Real Estate Taxes	\$	-
5702 Security	\$	-
5703 Maint & Repair - Facility/Plan	\$	-
5704 Utilities	\$	-
5705 Janitorial	\$	-
5770 Other Facilities (narrative)	\$	-
	\$	-
5800 CAPITAL EXPENSES (> \$5,000)	\$	-
5801 Capital Equipment	\$	-
5802 Depreciation	\$	-
5803 Office Equipment	\$	-
5880 Other Capital (specify in narrative)	\$	-

5900 OTHER EXPENSES	\$	-
5901 Communications	\$	-
5902 Insurance	\$	-
5903 Housekeeping	\$	-
5904 Conferences	\$	-
5905 Staff Training	\$	-
5906 Provider Employee Drug Testing/Bkgd Checks	\$	-
5907 Lease Office Equipment	\$	-
5908 Office Supplies	\$	-
5909 Telephone-Cellphone	\$	-
5910 Training Materials	\$	-
5911 Printing and Advertising	\$	-
5912 Membership Dues & Subscription	\$	-
5916 Interest Cost-Building and Land Improvements	\$	-
5917 Working Capital Interest	\$	-
5990 Other (specify in narrative)	\$	-
6100 CLIENT SUBSIDIES	\$	-
6101 Transportation	\$	-
6102 Nutrition/Food Vouchers	\$	-
6104 Housing	\$	-
6105 Personal Items	\$	-
6107 Client Activities	\$	-
6150 Other Client Subsidies (specify in narrative)	\$	-
TOTAL DIRECT EXPENSES	\$	-
7000 INDIRECT EXPENSES		
7100 ADMINISTRATIVE & GENERAL	\$	-
7110 Staff Salaries & Wages	\$	-
7120 Fringe Benefits	\$	-
7150 All Other A&G	\$	-
TOTAL EXPENSES	\$	-
4000 INCOME		
4100 CONTRACT FUNDING		
4102 Federal/Other Funds	\$	-
4200 Other State Agency Funding (ld in narrative)	\$	-
4300 OTHER INCOME	\$	-
4301 Direct Federal Funds	\$	-
4302 Direct Private Foundation Grants	\$	-
4304 Investment/Interest Income	\$	-
4305 Client/Participant Fees	\$	-
4307 United Way	\$	-
4313 Fundraising	\$	-
4315 Insurance	\$	-

4316 Other (specify in narrative)	\$	-
4317 Other (specify in narrative)	\$	-
4318 Other (specify in narrative)	\$	-
	\$	-
TOTAL ALL NON-DOC REVENUE	\$	-
ANNUAL REQUESTED DOC FUNDING	\$	-

START UP COSTS FY2022 ONLY - Itemize on the following lines:		
	\$	-
	\$	-
	\$	-
	\$	-
TOTAL START UP COSTS:	\$	-

NON DOC START UP FUNDING	\$	-
DOC START UP FUNDING REQUESTED	\$	-

TOTAL DOC FUNDING REQUESTED FOR 2022: ANNUAL & START UP	\$	-
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FORM #3B: Proposed Annual Program Budget

Proposer Name: _____

Proposed Program: _____

Served/# of Beds: _____

Budget Year: FY _____

Salary Detail:

Direct Client Services Staff:	Number FTE's	Average Annual Salary	Annual Line Total
Program Director		\$ -	\$ -
Counselors		\$ -	\$ -
Staff Supervisor		\$ -	\$ -
Client Supervisor/Monitor		\$ -	\$ -
Job Developer		\$ -	\$ -
Other:		\$ -	
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Subtotal Direct Client Salaries:			\$ -

Direct Support Staff

Cook		\$ -	\$ -
Dirver		\$ -	\$ -
Security		\$ -	\$ -
Maintenance/Custodian		\$ -	\$ -
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Other:		\$ -	\$ -
Subtotal Direct Service Support Salaries:			\$ -
Total Direct Salaries:			\$ -

Account Number and Description	Cost
Hyperlink to State Account Definitions Account Definitions	
5000 DIRECT EXPENSES	
5100 SALARIES (As detailed above)	\$ -
5101 Staff Salaries & Wages	\$ -
5102 Overtime	\$ -
5200 FRINGE BENEFITS	\$ -

5400 CONTRACTUAL SERVICES	\$	-
5401 Medical Professional	\$	-
5402 Behavioral Health Professional	\$	-
5403 Contracted Workers - Non-Payroll	\$	-
5404 Contracted Direct Client Care	\$	-
5405 Pass-through Program Funding	\$	-
5406 Audit	\$	-
5407 Legal	\$	-
5408 Accounting	\$	-
5409 Payroll Processing	\$	-
5410 Webinar Tech/Computer Support	\$	-
5411 Translation & Interpretation	\$	-
5412 Drug Testing	\$	-
5440 Other Contractual (narrative)	\$	-
5500 TRANSPORTATION	\$	-
5501 Staff Travel Reimbursement	\$	-
5502 Vehicle Leases	\$	-
5503 Vehicle Maintenance	\$	-
5504 Mileage Reimbursement	\$	-
5550 Other Transport (narrative)	\$	-
5600 MATERIALS AND SUPPLIES	\$	-
5601 Food	\$	-
5602 Lab & Medical Supplies	\$	-
5603 Equipment (Less than \$5,000)	\$	-
5604 Leased Office Equipment	\$	-
5605 Printing, Publication and Reproduction	\$	-
5606 Postage	\$	-
5607 Outreach/Program Supplies	\$	-
5660 Other Materials (specify in narrative)	\$	-
5700 FACILITIES	\$	-
5701 Rent & Real Estate Taxes	\$	-
5702 Security	\$	-
5703 Maint & Repair - Facility/Plan	\$	-
5704 Utilities	\$	-
5705 Janitorial	\$	-
5770 Other Facilities (narrative)	\$	-
	\$	-
5800 CAPITAL EXPENSES (> \$5,000)	\$	-
5801 Capital Equipment	\$	-
5802 Depreciation	\$	-
5803 Office Equipment	\$	-
5880 Other Capital (specify in narrative)	\$	-

5900 OTHER EXPENSES	\$	-
5901 Communications	\$	-
5902 Insurance	\$	-
5903 Housekeeping	\$	-
5904 Conferences	\$	-
5905 Staff Training	\$	-
5906 Provider Employee Drug Testing/Bkgd Checks	\$	-
5907 Lease Office Equipment	\$	-
5908 Office Supplies	\$	-
5909 Telephone-Cellphone	\$	-
5910 Training Materials	\$	-
5911 Printing and Advertising	\$	-
5912 Membership Dues & Subscription	\$	-
5916 Interest Cost-Building and Land Improvements	\$	-
5917 Working Capital Interest	\$	-
5990 Other (specify in narrative)	\$	-
6100 CLIENT SUBSIDIES	\$	-
6101 Transportation	\$	-
6102 Nutrition/Food Vouchers	\$	-
6104 Housing	\$	-
6105 Personal Items	\$	-
6107 Client Activities	\$	-
6150 Other Client Subsidies (specify in narrative)	\$	-
TOTAL DIRECT EXPENSES	\$	-
7000 INDIRECT EXPENSES		
7100 ADMINISTRATIVE & GENERAL	\$	-
7110 Staff Salaries & Wages	\$	-
7120 Fringe Benefits	\$	-
7150 All Other A&G	\$	-
TOTAL EXPENSES	\$	-
4000 INCOME		
4100 CONTRACT FUNDING		
4102 Federal/Other Funds	\$	-
4200 Other State Agency Funding (ld in narrative)	\$	-

4300 OTHER INCOME	\$	-
4301 Direct Federal Funds	\$	-
4302 Direct Private Foundation Grants	\$	-
4304 Investment/Interest Income	\$	-
4305 Client/Participant Fees	\$	-
4307 United Way	\$	-
4313 Fundraising	\$	-
4315 Insurance	\$	-
4316 Other (specify in narrative)	\$	-
4317 Other (specify in narrative)	\$	-
4318 Other (specify in narrative)	\$	-
	\$	-
TOTAL ALL NON-DOC REVENUE	\$	-

TOTAL DOC ANNUAL FUNDING REQUESTED	\$	-
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Form #3c: Summary of Total Proposal Costs

This form represents a summary of the DOC funding requested for the number of years a proposer is offering such program.

(Note: Contract offers will be made up to three years with the option of a two-year extension at the discretion of DOC)

Proposer Name:

Program Name:

Served/# Beds

FULL PROGRAM

FY2022	Year 1	\$	-
FY2023	Year 2	\$	-
FY2024	Year 3	\$	-
FY2025	Year 4	\$	-
FY2026	Year 5	\$	-

TOTAL REQUESTED DOC FUNDING:

\$ -

Form #3d: Proposed Employment Coordinator Budget

Proposer Name: _____

Proposed Program: Employment Coordinator Services

Budget Line Items:	Number FTE's	Monthly Line Total	Annual Line Total
Personnel:		\$	\$
Travel			
Equipment*			
Supplies			
Contractural			
Facilities			
Other - Indirect Cost (Approved Fed Rate or de minimus rate @10%)			
Total		\$	\$

FORM #4: Community Staffing Schedule

Provider: _____

Program: _____

Fiscal Year: _____

First Shift Staffing Schedule:

Position	Mon	Tues	Wed	Thurs	Friday	Sat	Sun

Second Shift Staffing Schedule:

Position	Mon	Tues	Wed	Thurs	Friday	Sat	Sun

Third Shift Staffing Schedule:

Position	Mon	Tues	Wed	Thurs	Friday	Sat	Sun

APPENDIX A – GENDER RESPONSIVE

APPROACHES FOR DEVELOPING GENDER-RESPONSIVE PROGRAMS AND SERVICES

The National Institute of Corrections has published guiding principles for the development of programming for female offenders. The Connecticut Department of Correction has adopted, and is in the process of implementing, the following gender responsive principles for female offender programming. It is the expectation of CTDOC that its contracted community programs for female offenders will also implement these principles.

- **Gender:** Acknowledge that gender makes a difference.
- **Environment:** Create an environment based on safety, respect, and dignity.
- **Relationships:** Develop policies, practices, and programs that are relational and promote healthy connections to children, family, significant others, and the community.
- **Services and supervision:** Address substance abuse, trauma, and mental health issues through comprehensive, integrated, and culturally relevant services and appropriate supervision.
- **Socioeconomic status:** Provide women with opportunities to improve their socioeconomic conditions.
- **Community:** Establish a system of community supervision and reentry with comprehensive, collaborative services.

A number of issues must be considered for the development of gender-responsive programs and services in the community. A gender-responsive approach would include comprehensive services that take into account the content and context of women's lives. Program design should take into consideration the larger social issues of poverty, abuse, and race/gender inequalities as well as individual factors that affect female offenders released to the community.

Services should also be responsive to the offender's cultural background. Culture may be defined as a framework of values and beliefs and a means of organizing experience. Programs and services that are culturally sensitive take into account differences in ethnicity (e.g., language, customs, values, and beliefs) to create a sense of inclusiveness. Programming that is responsive in terms of both gender and culture emphasizes support.

Service providers need to focus on the offender's strengths, and recognize that a woman cannot be treated successfully in isolation from her social support network (i.e., her relationships with her children, partner, family, and friends). Coordinating systems that link a broad range of services will promote a continuity-of-care model. This comprehensive approach will provide for a sustained continuity of treatment, recovery, and support services, beginning at the start of incarceration and continuing through transition to the community.

When creating a gender responsive program, staff should take into account both structural and content, context and environmental issues.

Structural Issues

- Contemporary theoretical perspectives on the offender's particular pathways into the criminal justice system (relational theory, trauma theory, etc.) fit the psychological and social needs of women and reflect the realities of their lives.
- Treatment and services are based on the offender's competencies and strengths, and promote self-reliance.

- Women-only groups are used, especially for primary treatment (trauma, substance abuse, etc.).
- Staff members reflect the client population in terms of gender, race/ethnicity, sexual orientation, language, and ex-offender and recovery status.
- Female role models and mentors are provided who reflect the racial, ethnic, and cultural backgrounds of the clients.
- Cultural awareness and sensitivity are promoted using the resources and strengths available in various communities.
- Gender-responsive assessment tools and individualized treatment plans are utilized, with appropriate treatment matched to the identified needs and assets of each client.
- Transitional programs are included as part of gender-responsive practices, with a particular focus on building long-term community support networks for women.

Content/Context/Environmental Issues

- To fully address the needs of women, programs use a variety of interventions with behavioral, cognitive, affective/dynamic, and systems perspectives.
- Services/treatment address women's practical needs, such as housing, transportation, child care, and vocational training and job placement.
- Participants develop skills in a range of educational and vocational (including nontraditional) areas.
- Emphasis is placed on parenting education, child development, and relationship/reunification with children.
- The environment is child friendly, with age appropriate activities designed for children.
- Service providers are cross-trained in three primary issues (substance abuse, trauma, and mental health).
- Resources, including skilled personnel, must be allocated.
- The environment in which services are provided must be closely monitored to ensure the emotional and physical safety of the women being served.
- Service providers must receive training in cultural sensitivity so that they can understand and respond effectively.